Soft@ware
Learning

Priority™

Microsoft®

Excel Foundation

(Versions 2010 , 2013 , 2016)

Course Outline

1 Day Course

INTRODUCTION

Excel is a spreadsheet application packaged with the Microsoft Office suite. It is a very powerful and flexible tool for organising and analysing data. Excel's functionality and popularity have made it an essential component on computers in countless organisations, businesses, and other institutions throughout the world.

Excel is comprehensive enough to meet the needs of beginners and experienced users. With Excel you can do a wide range of tasks, from building basic spread sheets, to performing advanced data analysis. If you start at the beginning and work your way up, it won't be difficult to learn and work with Excel at any level you want.

Because of its layout and widespread availability, it is often used as a tool to create and maintain a list. More seasoned users use it to store database records, create charts or graphs. A lot of organisations use Excel to manage their budgets, business planning, customer records, business intelligence, analysis of sales data, customer data, performance dashboard, etc.

DELIVERY OPTIONS

In-house workshops

Company specific courses are available for organisations that have a group of employees who need training. These closed courses are ideal where tailoring of the standard course content is required. They typically provide cost benefits, particularly where 3 or more workshops are scheduled.

Consultancy

Ideal for individual delegates who have specific requirements from the software, or where previous knowledge makes group training inappropriate. The pace and content can be adjusted to the individuals exact needs.

For more information and to see how Priority Management can help you work smarter, call your local Priority Management office or contact us at: **1300 139 126** or www.prioritymanagement.com.au

PREQUALIFICATIONS	OUR WORKSHOPS INCLUDE	
This course assumes the user understands the basic of using a Windows-based computer. Students should be comfortable using the keyboard, mouse and Start Menu. No previous experience with any versions of Excel is necessary.	• Extensive Learning & Reference Guides provided on USB • Participation in the full day workshop • Access to a Microsoft technical expert throughout and post the workshop	

OUTCOMES

On completion, participants will know their way around Excel. This workshop provides an understanding of different features of the interface, gives a brief overview of all the navigation options, show users how to print, cover some simple scenarios, and the basics of formatting. By the end of this course, users should be comfortable with creating a new spreadsheet, working with basic formulae, making their look professional and presentable, and saving and printing.

OUTLINE INCLUDES

A FIRST LOOK AT EXCEL	**FORMULAS AND FUNCTIONS**
• The Excel Screen	• Creating formulas
• About Toolbars	• Relative cell referencing
• What is the Active Cell?	• Absolute cell referencing
• Entering Text and Numbers	• Sum function
• Navigating within a worksheet	• Average function
• Saving a workbook	• Max function
• Closing a workbook	• Min function
• Creating a new workbook	• Count function
• Opening a workbook	• Using a basic IF function
Saving a workbook using another name	

SPREADSHEET DATA • Entering Data • Formatting cells and text • Using auto-complete • Using Pick List • Checking the Spelling • Using Fill series • Hiding & Displaying • Selecting a range of cells □ Selecting columns & rows	**MANIPULATING WORKSHEETS** • Switching between worksheets • Renaming a worksheet • Inserting a new worksheet • Deleting a worksheet • Copying a worksheet within a workbook □ Moving a worksheet within a workbook • Colouring a worksheet tab • Inserting/Deleting rows & columns Freeze panes
EDITING SPREADSHEETS • Cutting, Copying, And Pasting • Paste special function • Copying formulas • Using Find And Replace	**CHARTS** • Create a chart • Manipulate chart data • Format chart bars • Format chart colours Format chart values
FONT FORMATTING • Font type • Font size • Bold, italic, underline formatting • Cell border formatting • Formatting the background colour • Formatting the font colour Using Auto-format	**NUMBER FORMATTING** • Number formatting • Decimal point display • Comma formatting • Currency symbol • Date styles Percentages